

Administrative Certificate of Appropriateness (COA) Checklist

Signs	
1	Completed Administrative Review Certificate of Appropriateness Application
2	Signed & notarized Owner Affidavit
3	Description of project
4	Specification information that illustrates how the proposed signage will look, including notes on dimensions, height, materials, and colors
5	Photographs of project site location(s)
Fencing	
1	Completed Certificate of Appropriateness Application
2	Signed & notarized Owner Affidavit
3	Description of project
4	Specification information that illustrates how proposed fencing will look, including notes on height, materials, and proposed fencing features
5	Site plan that demonstrates proposed location/perimeter of fencing
6	Photographs of project site location
Awnings	
1	Completed Certificate of Appropriateness Application
2	Signed & notarized Owner Affidavit
3	Description of project
4	Specification information that illustrates how proposed awning(s) will look, including notes on awning dimensions, signage dimensions on awning(s), awning materials, awning shape, and awning colors
5	Site plan demonstrating proposed location/perimeter of awning placement
6	Photographs of project site location, including photograph of full window(s) over which proposed awning(s) will be affixed
HVAC Equipment and/or Related Screening	
1	Completed Certificate of Appropriateness Application
2	Signed & notarized Owner Affidavit
3	Description of project
4	Specification information that illustrates how proposed HVAC equipment and/or screening will look, including screening dimensions and materials
5	Site plan demonstrating proposed location of equipment and/or screening
6	Photographs of the project site location